SHPO Form for New Homes Preliminary Submittal

Page 1 -

Rater fills out Property Information
Rater fills out Applicant Contact Information

Step 1-

Rater fills out Block "A" ("A" will always be No for a new home)
Rater fills out Block "B"

Result 1

If "A" & "B" are BOTH NO, have the property owner fill out the bottom of Page 1 and the rater submits Page 1 only with the Preliminary...no other action necessary

Result 2

If "B" is YES GOTO Step 2...

Step 2 -

The property owner must provide a certification of approval for all the work to be done from their local SHPO Office to their energy rater. If this step is necessary by the property owner, make sure that the property owner is aware that DNR/SHAW will not reserve funds or process their rating until the certification of approval is provided to DNR/SHAW by the home energy rater. It is the property owners responsibility to obtain this information from their local SHPO Office and pass it on to their energy rater who will in turn pass it on to DNR/SHAW. If the property owner has already received approval certification prior to the beginning of construction. The property owner simply provides it to the energy rater for submittal with the preliminary.

EXAMPLE SHPO Form for New Home Preliminary Ratings

EXAMPLE 1

New Homes

If the Home is...

Not being built in a Federal Historic Register District

CO#

CO#654321

Property Information

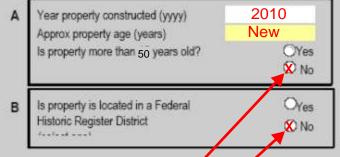
Property Location

Zip	70001		
City	Metairie		
State	Louisiana		
Street Address	123 Example Street		
Parish	Orleans		

Applicant Contact Information

Applicant Name	Joe Smith	
Appl email	joe_rater@haha.find	
Applicant ID	987-65-4321	
phone	504-111-1111	
Mailing address same	as above	
Zip		
City	-06	
State	same	
Street Address	<i>3</i>	
Parish		

Step 1: Qualifying Questions



If the answer to both A & B is "No" further review is not required. Skip to step 4: Certification.

Step 2: Review proposed work

If the answer to either A or B bove is "Yes", you must review the exempt work list to confirm that all the proposed work scope is exempt form SMPO review. After reviewing your work scope against the exempt work list, answer the following

С	Is all the work proposed for the project included on the exempt work list?	OYes
	included of the exempt work list?	○ No

the answer to C is "Yes", no further review is required. Skip to step 4: Certification.

If the answer to BOTH of these questions is NO... have the property owner fill out the bottom and send this Page 1 in with preliminary... no further action necessary

Step 3: SHPO Review

If the answer to C is "No", your project must be reviewed by SHPO. Fill out the SHPO Cover letter and submit to your local SHPO Office for review.

Step 4: Certification

By signing this form you certify the the above statements are true and accurate.

Joe Smith

Patricipant Full Name

J oe Smith

Patricipant Signature

1/25/10

Date

EXAMPLE 2

New Homes

If the Home is...

Being built in a Federal Historic Register District

